



# PROVIDER QUICK TIPS

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## Electronic Funds Transfer (EFT) Sign Up Today!!

### Would You Like To:

- *Reduce unnecessary paper in your office*
- *Save time*
- *Improve access to funds*
- *Eliminate risk of lost mail/checks*
- *Avoid the hassle of depositing checks*
- *Make reconciliation of payments easier*

Electronic Funds Transfer (EFT) allows for payments to be deposited directly into the bank account of your choice. Pennsylvania Medical Assistance (MA) offers this service to providers enrolled in the program referred to as the Automated Clearinghouse (ACH.)

**An ACH application and step-by-step instructions can be reviewed on the Department of Human Service's (the department's) website at the following link:**

<http://www.dhs.pa.gov/provider/electronicfundstransferdirectdepositinformation/index.htm>

### To enroll in ACH, simply complete the following steps:

- **Print** the ACH application or **request** an application by contacting the ACH Unit at 717-975-4100 or toll free at 1-800-248-2152 between the hours of 7:30 am and 5:30 pm, Monday - Friday.
- Complete, sign and return the ACH application with a **voided check** or a **letter from your bank** to:

Automated Clearinghouse Unit  
Hewlett Packard Enterprise, MS 2-200  
1250 Camp Hill Bypass, Suite 100  
Camp Hill, PA 17011-3700

For more information on EFT, see Medical Assistance Bulletin 99-01-04 at the following link:

[http://www.dhs.pa.gov/cs/groups/webcontent/documents/bulletin\\_admin/d\\_005050.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/bulletin_admin/d_005050.pdf)

Providers may select to review their options at any time by going to the ePEAP menu and selecting the "Manage Bulletins/Remittance Advice" option at the PROMISe™ Web site at the following link:

<http://promise.dpw.state.pa.us/>

Thank you for your service to our Medical Assistance (MA) recipients.  
We value your participation.  
Check the department's website often at: [www.dhs.pa.gov](http://www.dhs.pa.gov)



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DEPARTMENT OF HUMAN SERVICES